

STUDENT INTERN I

DEFINITION

Under immediate supervision, is responsible on a part-time basis, for learning to perform routine tasks related to various clerical, trade, labor and other occupations; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Learns to type forms, letters, memoranda, mailing lists, index cards and other similar material using standard office equipment in order to produce business documents for use by the department and/or division;

Learns to file correspondence, memoranda, reports and related materials using various coding systems in order to maintain records for retrieval;

Learns to operate duplicating equipment, calculators, adding machines and other common office equipment not requiring previous training or experience by following instructions in order to reproduce documents and check materials for accuracy;

May occasionally operate a centrex board by answering calls in order to direct callers to the appropriate personnel for information;

Assists in sorting, collating and assembling forms or other material by following instructions in order to prepare correspondence or other office materials;

Assists in emptying trash receptacles, sweeping floors and sidewalks, replenishing washroom supplies and shoveling snow by performing manual labor in order to maintain clean and safe conditions on City properties;

Assists in making miscellaneous pick-ups and deliveries of packages and materials for various City offices by hand carrying information in order to ensure receipt of correspondence and other informational media;

Assists in taking physical inventory of supplies and maintaining stock areas in a clean and orderly condition by counting and properly placing materials in order to provide easy access in retrieving supplies;

Learns to assist in the maintenance of buildings and grounds by moving furniture and office equipment, replacing light bulbs and other miscellaneous duties in order to provide safe and non-hazardous conditions on City properties;

Learns to assist in the installation of conduits, coil circuit breakers, voltage regulators, switches and related electrical equipment.

GUIDELINES FOR CLASS USE

The Student Intern I class is used for limited appointments to train high school students. Employment may not continue beyond graduation from a high school program.

MINIMUM QUALIFICATIONS

Enrolled in a high school program.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of spelling and word usage; ability to read and write; ability to understand and follow oral instructions; ability to develop and maintain cooperative working relationships with others.

Probationary Period:	365 Days
Examination:	Noncompetitive
Class Code:	0781
Job Family:	Office and Administrative Support/2002
EEO Job Category:	Administrative Support
Compensation Plan:	MCP
Salary:	Range PT-PT
Class established:	04-26-78
Current spec:	10-30-95
Commission action taken:	Review/no change
Last reviewed:	08-29-05